November 2007 Schedule
(Updated Nov 5, 2007)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 **DW reports and/or CFS Production reports complete** month-end data **LABOR**: Reverse October Month-end Estimate **SURCHARGES** **Normal DW refresh**	**2** **Normal DW refresh**	**3** **Normal DW refresh**
4	**5** **LABOR:** PP21 **Normal DW refresh**	**6** **LABOR:** PP21 **SURCHARGES** **Normal DW refresh**	**7** **Normal DW refresh**	**8** **Normal DW refresh**	**9** **Normal DW refresh**	**10** **Normal DW refresh**
11	HDAY12 **Normal DW refresh**	**13** **Normal DW refresh**	**14** **Normal DW refresh**	**15** **Normal DW refresh**	**16** GL: Update AR Trial Table **Normal DW refresh**	**17** **Normal DW refresh**
18	**19** **LABOR:** PP22 **GL: Final Close September, October. FY07 placed in FINAL CLOSE.** **Normal DW refresh**	**20** **LABOR:** PP22 **SURCHARGES** **LABOR** :November Month-end Estimate **SURCHARGES** **Normal DW refresh**	**21** **Normal DW refresh**	HDAY 22 **Normal DW refresh**	**23** **Normal DW refresh**	**24** **Normal DW refresh**
25	**26** **SURCHARGES** **Normal DW refresh**	**27** **LABOR:** NOV NOAA CORPS **SLTs** SLTs to be approved for November are due to FMB by 4:00 pm ET. **Normal DW refresh**	**28** **SLTs:** 4:00 pm ET Final Approval **CA O/U** Reversal - Part C **Normal DW refresh**	**29** **CA SURCHARGES** processed **prior to the "Tier ONE"** closing **DISBURSEMENTS: Last run for Nov** **Normal DW refresh**	**30** **CFS G/L MONTH-END PRELIM CLOSING** **6:00 AM ET** Close Tier 1 **WIP** CA O/U Process. **12:00 PM ET** Close Tier 2 **Normal DW refresh**	

TIER "ONE" Closing

Tier "ONE " modules will be placed in "**PRELIMINARY**" close for the **October 2007 General Ledger**

        PR   **– Purchase Requisitions (Commitments)**
        PO   **– Purchase Orders (Obligations, etc.)**
        AP   **– Accounts Payable (Invoices and Receiving Tickets, etc.)**

       8:00 AM ET: "**Tier ONE**" may begin working on November 2007 transactions.

TIER "TWO" Closing

Tier TWO modules, will be placed in "**PRELIMINARY**" close for the **October 2007 General Ledger**

        BE   **– Budget Execution (Resources, Apportionments, Allotments, BOPs)**
             NOTE: Month end G/L closing process does NOT prohibit end users from entering BOPs.
        AR   **– Accounts Receivable**
        ALLOC   **– Cost Accumulation/Allocation (Surcharges, etc.)**
            The Cost Accumulation Over/Under (CA O/U) process @ 6:00 AM ET on Friday November 30, 2007
        GJ   **– General Journal (GJs and Labor, etc.)**
        GL   **– General Ledger**
           ▪   These transactions will affect the Cost Accumulation Surcharge & Over/Under processes.

"**Tier TWO**," should **NOT** enter **ANY** transactions while October 2007 is still open. **ONLY** *after* **October** 2007 is closed may "**Tier TWO**" modules mentioned above begin working on November 2007 transactions.